

RECORD OF PRE-CONSTRUCTION CONFERENCE

LaPine Water District - Water Distribution, Reservoir and Municipal Well Improvements

HGE Project #9881

LOCATION OF CONFERENCE:

Bancorp Insurance Building

DATE:

June 6, 2002

TIME:

10:30 A.M.

NAME OF ASSOCIATION:

La Pine Water District

ADDRESS:

51477 Hwy. 97
PO Box 2867
La Pine, Oregon 97739
(541) 536- 3281

NAME OF CONSULTING ENGINEER(FIRM):

HGE, INC. Architects, Engineers,
Surveyors & Planners

ADDRESS:

375 Park Avenue
Coos Bay, Oregon 97420
(541) 269- 1166

NAME OF CONTRACTOR:

ADDRESS:

Schedule "A" Bill Booker Construction
30600 E Springhill Road
Troutdale, Oregon 97060
(503) 329- 9021
FAX (503) 256- 6219

Schedule "B" Tapani Underground, Inc.
1904 SE6th Place
Battle Ground, WA 98604
(360) 687- 1148
FAX (360) 687- 7968

Schedule "C" Jack Robinson & Sons, Inc.
P O Box 5006
Bend, Oregon 97708
(541) 382- 4581
FAX (541) 382- 0277

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Engineer, Contractor and CCD.

ASSOCIATION: BarbeAnn Nelson- Dodson, Chairperson
HEADQUARTERS: LaPine, Oregon

PROJECT MANAGEMENT - LaPine

ENGINEER: Richard D. Nored, Project Manager
HEADQUARTERS: HGE Engineers

CONTRACTOR: Bill Booker Construction
Project Manager:
Superintendent:
Office Manager

Phone:
Cell Phone:

HEADQUARTERS: Troutdale, Oregon

CONTRACTOR:Tapani Underground, Inc.
Project Manager:
Superintendent:
Office Manager:

Phone:
Cell Phone:

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HEADQUARTERS: Battle Ground, WA

CONTRACTOR: Jack Robinson & Sons, Inc.

Project Manager:

Phone:

Superintendent:

Cell Phone:

Office Manager:

HEADQUARTERS: Bend, Oregon

RURAL DEVELOPMENT: Ken Durrell

HEADQUARTERS: 1600 Valley River Drive, Eugene, Oregon 97401

GRANT COORDINATOR:

2. Responsibilities of Consulting Engineer (Does not "supervise" the contractor's employees, equipment, or operations):

District's representative. Interprets plans and specifications, inspections (periodic and/or full-time), reviews, recommends and prepares pay estimates, prepares change orders, provides construction staking, reviews shop drawings, prepares record drawings, conducts final inspection and recommends final acceptance.

3. Responsibilities of Association's Governing Body (Actual contracting Organization):

Approves pay estimates, change orders, and final inspection. Submits monitoring reports to RD regarding expenditures of project funds. All communications handled through the Project Engineer. Does not direct or interfere with the work of the contractor except through the Engineer or Engineer's representative. Notice to Proceed will be:

Schedule "A"

Schedule "C"

Schedule "B"

4. Responsibilities of Rural Development Supervisor (Must see that approval conditions are observed and represent the Government's interests):

Monitors Construction (periodic and final inspections), review and approval of pay estimates, change orders and approves final acceptance. Coordinates inspections with Project Engineer.

5. Responsibilities of Contractor (review contract terms):

Perform all work as called for in the plans and specifications. Comply with wage and EEO requirements. Submit wage reports to State, RD, and Engineer per BOLI regulations. Submit pay requests for lump sum proposals, keep up-to-date as-builts during construction, provides manufacturer's operation and maintenance brochures. Familiarize and conform to all contract document requirements.

6. Responsibilities of any other Agency contributing to the Project:

RD - Project monitoring during construction. Contractors to submit weekly payroll.

7. General Discussions of Contract:

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A. Alternative Specifications (Does everyone understand the alternatives applicable to the contract as awarded?):

Not Applicable.

B. Initiating Construction (Notice to Proceed):

Schedule "A" - 250 days for substantial completion; 280 days for final completion, both after Notice to Proceed.

Schedule "B"- 120 days for substantial completion; 150 days for final completion, both after Notice to Proceed.

Schedule "C" - 250 days for substantial completion; 280 days for final completion, both after Notice to Proceed.

C. Completion Time for Contract (Does everyone understand contract requirements and methods of computing?):

D. Liquidated Damages:

Shall be \$500.00 per calendar day, per schedule, excluding Sundays and Holidays. Liquidated damages will commence upon completion of contract time limit, and will continue until all work is completed and finally accepted by Owner.

E. Request for Extension of Contract Time:

Written requests from Contractor must be approved by Owner and RD. Contractor shall submit request in accordance with Article 12 of the General Conditions. Change in Contract Time requires a Change Order.

F. Procedures for making Partial Payments:

F.1. Pay Requests will use the 25th of each month as the cut- off for payment. Payment is expected by approximately the 20th of the following month. RD review and concurrence required on all payments. Retainage shall be in accordance with Paragraph 14.02. of the Supplemental General Conditions.

F.2. Stored Materials - Payment for stored materials and equipment shall be in accordance with Paragraph 14.02. of the General Conditions.

G. Guarantee on Completed Work (materials, installed equipment, workmanship, etc.):

Contractor's guarantee shall extend for one (1) year from the date of Final Acceptance by LaPine Water District.

H. Other requirements of the Contract and Specifications which deserve special discussions by all parties:

Work shall be performed between the hours of 7:00 AM to 5:00 PM. Work Schedule:
Initially
plans from AM to PM at start.

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8. Contractor's Schedule:

A. Analyze Work Schedule in sufficient detail to enable Engineer to plan operations (consideration must be given to needs of Association and the planned operations of other contractors):

Project Schedule and cash flow schedule by Contractor within ten (10) days after effective date of the Agreement.

B. Equipment to be used by Contractor:

Standard construction and excavation equipment.

C. Contractor's plans for delivering materials to Project Site (protection and storage of materials):

Storage and protection of materials is Contractor's responsibility. Contractor shall obtain approval prior to storing materials at a location not owned by Contractor. Contractor shall plan deliveries to minimize on-site storage time.

9. Sub-Contracts (review and approval of proposed Sub-Contractors and their work schedules):

Contractor shall submit a list of subcontractors for review prior to subcontractor's work. Same BOLI and wage requirements applying to Contractor also apply to Sub-Contractors.

10. Status of materials furnished by Association:

A. Schedule for future deliveries:

B. Procedure to be adopted by Contractor in accounting for and storing such materials:

11. Change Orders (detailed explanation of procedure to be followed and clearance which must be obtained before verbal changes are implemented):

Written change orders are prepared by the Engineer and are required for any change in design or scope resulting in a change in cost or time. All change orders require RD approval. On urgent changes, verbal approval may be obtained from the Engineer. Engineer will obtain approval from Owner and RD prior to any verbal changes. Other changes in the work shall be in accordance with Article 10 of the General Conditions. All change order approvals must be received prior to work being done.

12. Staking of Work (clearly define responsibilities of Engineer and Contractor, line and grade must be furnished by the Engineer):

At least Three (3) days notice.

13. Project Inspection:

A. Functions of Consulting Engineer, including records and reports:

Periodic inspections, daily materials and inspection reports, maintain a set of record drawings in addition to set maintained by Contractor.

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B. Responsibility of Owner:

Assistance in coordination with the public, in location of water mains and services, and to make partial payment requests.

C. Responsibilities of Funding Agency

Periodic inspections prior to review of pay requests. Inspections will be coordinated with Engineer.

D. Safety and Sanitary Regulations:

Safety methods shall comply with all OSHA, County and State requirements. Sanitary facilities shall conform to state and local codes. It is Contractor's responsibility to ensure that proper safety and sanitary methods are used.

14. Final Acceptance of Work (include requirements for tests and cleanup of project site):

Pipelines must pass all tests as specified in Division 2 and 3 of the technical specifications. Cleanup and restoration shall be conducted to return site to equal or better condition to that before construction. Final Inspection must be requested by Contractor and conducted jointly with Engineer, Owner RD. Final Application for Payment by Contractor shall be in accordance with Article 14.12 (and applicable sections of the Supplementary General Conditions and Division 1) must be received and approved. Final Payment in accordance with Article 14.07 of the General Conditions and Engineer's written notice of Acceptance will indicate Final Acceptance of the Work.

15. Labor Requirements:

A. Equal Employment Opportunity (EEO) Requirements:

EEO compliance is required in accordance with the RD Supplemental General Conditions and Division 1. Contractor is required to complete the Compliance Statement included in the Contract Documents. EEO poster must be posted at job site. Poster supplied to Contractors. Subcontractors in excess of \$10,000 must send forms to Department of Labor.

B. Davis- Bacon Act:

Not applicable

C. Other Federal Requirements:

Comply with RD Supplemental General Conditions.

D. State and Local Requirements:

Comply with BOLI Wage Rate requirements. Post wage rates at the job site.

E. Union Agreements:

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F. Reports Required:

Contractor is required to submit certified payroll statements to RD (with copy to Engineer) for Contractor's and Subcontractor's work. RD is required to submit reports (compiled from weekly statements) to BOLI, monthly from the start of work showing payroll for all work performed for project completion. See Prevailing Wage Rate booklet. Do at least bi-weekly.

The schedule for submitting payroll information is as follows: Submit weekly for contractor or subcontractor from beginning of project. Payment will not be made without submission of certified payrolls. RD must do project monitoring reports, and needs payroll.

16. Equal Employment Provisions of Contract:

RD Supplemental General Conditions apply to Contractor and Sub-Contractors relating to Equal Employment goals.

17. Rights-of-Way and Easements:

A. Explain any portion of the Project not available to Contractor:

B. Contractors Responsibilities During Work Covered by Contract:

Location and protection of existing structures, utilities, and landscaping. Contractor is responsible for restoration of improvements damaged during construction and all such work shall be at Contractor's expense with no additional costs to the District. Periodic and final clean-up shall be performed. Safety and proper traffic control (barricades, signs, etc.). Coordination with utilities and proper advance notification for locates.

C. Coordination with Railroads, Highway Departments and other Organizations:

18. Placement of Project Signs and Posters:

Contractor will install job sign specified - Schedule "A" Only

19. Handling Disputes:

If problems arise, try to resolve between Engineer and Project Superintendent. If unable to resolve, the Contract Documents provide appropriate course of action.

NOTED AND CONCURRED WITH, But understood not to be a modification of any existing contracts or agreements:

(Signatures of Members of Governing Association)

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(Contractor Representative)

(District Representative)

(Contractor Representative)

(District Representative)

(Contractor Representative)

(RD Representative)

(HGE Representative)

(HGE Representative)